

Administrative Assistant

New Gold Inc. (NGD:TSX/AMEX) www.newgold.com is developing one of Canada's largest underground block-cave mining operations located 10 km west of Kamloops, BC.

Our employees create a dynamic, educated team that strive to make a difference in their workplace and are dedicated to making a significant contribution to the development of an exciting, new mining operation - The New Afton Mine.

We are seeking applications for the role of Administrative Assistant. The responsibilities of this role will be to provide administrative support to our Operations team by tracking, updating and organizing maintenance records, personnel training records, project documents; maintenance key performance indicators (KPI) and cost reporting; managing document control; upkeep of office equipment and supplies; and other related tasks as required.

The successful candidate has completed a Post-Secondary Diploma in a related field and 2+ years' previous experience working in a construction/mining environment or an equivalent combination of education and experience. Demonstrated advanced-level proficiency in Microsoft Office applications including: Word, Excel, Access, PowerPoint and Outlook are essential.

Preference will be given to candidates that have previous experience with maintenance processes, asset management and accounting procedures. We are seeking candidates with a strong drive to learn new skills and a willingness to take on progressively more responsibilities as they grow and develop with the company.

We offer a competitive salary including bonus incentives and a comprehensive benefits package.

Kamloops is a city of 90,000 people, located 350 km east of Vancouver. The area provides the opportunity to live and work in a vibrant community with its own University and within easy reach of world class ski resorts, championship golf courses, mountain biking trails, popular recreational lakes and the vineyards of the Okanagan Valley.

Interested candidates are encouraged to submit a cover letter and résumé outlining their experience and qualifications. Please quote **Job #: 2010-021 Administrative Assistant** in your application to:

New Gold Inc. – New Afton Mine
Email: careers.newafton@newgold.com